



Okanagan Nation Alliance

101 – 3535 Old Okanagan Hwy, Westbank BC, V4T 3L7
Phone (250) 707-0095 Fax (250)707-0166 www.syilx.org

EMPLOYMENT OPPORTUNITY – Wellness Admin Assistant (Education Leave Backfill – 3 months)

The Okanagan Nation Alliance (ONA) is the Tribal Council for the eight member communities of the Okanagan Nation which includes Osoyoos Indian Band, Upper Nicola Band, Upper and Lower Similkameen Indian Bands, Penticton Indian Band, Westbank First Nation, Okanagan Indian Band and the Confederated Tribes of the Colville Reservation. The ONA's mandate is to advance, assert, support and preserve Okanagan Nation title and rights. Further, the ONA is charged with providing members with a forum to discuss and form positions on areas of common concern.

This position will be responsible for supporting the overall ONA Administrative provision of efficient administrative functions specifically that of the Wellness Department. Under the direction supervision of the Wellness Department Program Assistant, the Wellness Admin Assistant's primary responsibility will be to assist in supporting the Wellness team members with (a) the day to day administrative functions and (b) meeting logistics, minutes and record keeping.

The Wellness Admin Assistant will provide administrative functions for the Wellness Department Team members who are located in the ONA main office (Westbank) and Penticton. The position will be based out of the Penticton office. The position must work collegially with all ONA departments and community partners, the Wellness Committee, working groups and staff and members of the ONA member communities.

Key Duties and Responsibilities:

- Provide a full range of administrative support functions to the Wellness Team
- Work collaboratively with the Wellness Program Assistant as required with meeting logistics; follow up, sharing and gathering of information and taking minutes
- Work with the Wellness Program Assistant to maintain data collection and filing systems. Assist in the data gathering for program reports (internal and external)
- Assist Wellness Program Assistant in the Wellness payables process
- Manage and reconcile Petty Cash for the ONA Penticton office
- Liaise with the Wellness Program Assistant and ONA Events Planner to support and assist in organizing specifically, Wellness department events (including for example, the Wellness Forum, Youth Leadership AGA, and Unity Run)
- Demonstrate Being a Team member by assisting Wellness program staff in logistical support as required for workshops and trainings i.e., recruitment, registration and set up/ take down.
- Assist in the implementation of the Quality Assurance Model of the Wellness Department in relation to sending out and collating responses from survey, tracking data, organizing focus groups on behalf of the Wellness Team etc.
- Develop and maintain contact information on community partners and Wellness related resources
- Assist in the development and maintenance of administrative and program procedures and guidelines as they pertain to the Wellness Department
- Undertake a range of administrative duties such as filing (electronic and hard copy), communication by phone, e-mail, fax, hard copy, maintaining training records of team members and maintaining a calendar of Wellness events etc.
- In conjunction with the ONA admin personnel as appropriate, support department staff with the efficient utilization of computer systems, problem solving where applicable
- Maintain the highest level of professionalism, confidentiality and commitment, in supporting and the ongoing admin functions of the department
- Provide cover for the Wellness Program Assistant in appropriate duties as required during her absence
- Attend ONA and department staff meetings as required
- Other duties as appropriate and required for this position

Qualifications:

- Preferred Completion of grade 12 and/or relevant Training or work experience
- Business administration diploma preferred or relevant 3 years work experience in office setting

Knowledge, Skills and Abilities:

- Excellent computer skills (MS Office suite)
- General administrative experience including writing minutes and organizing meetings and/or events
- Ability to deal with numerous issues simultaneously
- Strong communication skills
- Professional approach
- Proactive and positive outlook
- Supportive team player
- Discretion, ability to respect confidentiality and handle sensitive information
- Aboriginal ancestry preferred
- Experience successfully working in Aboriginal organizations and cultural contexts is preferred
- A good understanding of First Nations issues, practices and culture
- A reliable vehicle and a valid BC Driver's License
- Flexible work hours/willingness to work on evenings and weekend
- Hours: Full Time, 37.5 hours per week

Application Procedures: Please send a current resume and covering letter to:

Holly Hutton, Wellness Program Assistant

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#101 – 3535 Old Okanagan Hwy, Westbank BC, V4T 3L7

Email: WellnessHR@syilx.org Fax: (250) 707-0166

COMPETITION CLOSES DECEMBER 12, 2018.

Thank you for your interest, **No Phone Calls Please** only those short-listed will be contacted